



# Quick Reference Guide 5

## PowerPoint 2013 for Windows

### Creating Slides with Tables



This Quick Reference guide walks through steps to create slides with a Table. To create slides with charts, see the quick reference guide PowerPoint 2013 for Windows QRG6– Creating Slides with Charts. To create slides with SmartArt, see the quick reference guide PowerPoint 2013 for Windows QRG7 – Creating Slides with SmartArt. To create slides with pictures or videos, see the quick reference guide PowerPoint 2013 for Windows QRG8 – Creating Slides with Pictures and Videos.

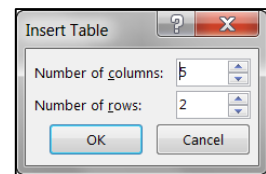
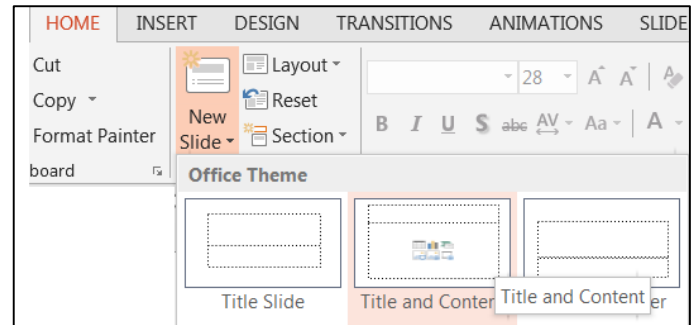
#### Creating a Slide with a Table

1. Place your cursor on the slide before the location you wish to add the new slide.
2. From the previous slide, click the **Home Tab | New Slide | Title and Content layout** (shown right).
3. From the New **Title and Content** slide just inserted, click on the first of the six object icons in the **Content placeholder** to insert a Table.

*You can also click Insert Tab | Table and select the number of rows and columns. Click and move the pointer to select the number of rows and columns that you want, and then release the mouse button.*

The **Insert Table** dialog box displays (shown right).

4. Enter the number of columns / rows in the fields provided and click **OK**. The table is inserted.



#### Copying a Table from Word

1. In Word, click the table that you want to copy, and then under **Table Tools**, on the **Layout** tab, in the **Table** group, click the **Select** drop-down arrow | **Select Table**.
2. On the **Home** tab, click **Copy** or press **Control + C**.
3. Select the slide that you want to copy the table to, and then on the **Home Tab**, in the **Clipboard** group, click **Paste**.

#### Copying a Group of Cells from Excel

1. From an Excel worksheet, click the upper-left cell of the cells that you want to copy, and then drag to select the rows and columns to be copied.
2. On the **Home Tab**, click **Copy** or press **Control + C**.
3. In PowerPoint, select the slide that you want to copy the group of cells to, and then click **Paste** on the **Home** tab.

#### Insert an Excel spreadsheet within PowerPoint

When you insert an Excel spreadsheet into your presentation, you can take advantage of some Excel spreadsheet functions. In PowerPoint, the newly added spreadsheet becomes an OLE embedded object. Therefore, if you change the theme (colors, fonts, and effects) of your presentation, the theme applied to the spreadsheet does not update the spreadsheet you inserted from Excel.

1. Select the slide that you want to insert an Excel spreadsheet on.
2. On the **Insert Tab**, in the **Tables** group, click **Table**, and then click **Excel Spreadsheet**.
3. To add text to a table cell, click the cell, and then enter your text. After you enter your text, click outside the table.

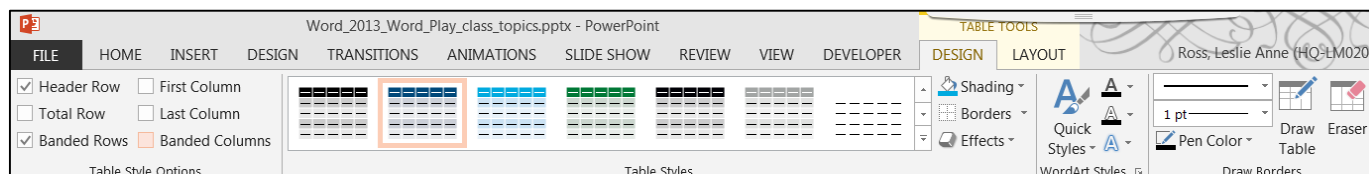
*After you add a table to your presentation, you can use the table tools in PowerPoint to make formatting, style, or other types of changes to the table outlined in the section entitled Modifying a Table in PowerPoint.*



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

## Modifying a Table in PowerPoint

### Tables Tools Design Tab: Table Style Options, Table Styles, WordArt Styles and Draw Borders

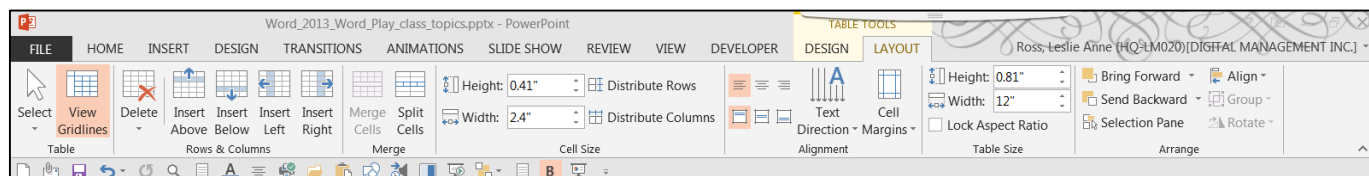


- Click one of the table styles in the **Table Styles** gallery to apply that style to your table.
- Click to enable/disable **Header Row** to include or remove a Header Row in the style.

*Please note, this does not set a row to repeat at the top if the table is more than one page. That tool is on the Layout Table Tools Tab | Repeat Header Rows.*

- Click to enable/disable **Total Row** to include or remove a Total Row.
- Click to enable/disable **Banded Rows** to add or remove unique fill color for every other row.
- Click to enable/disable **First Column** to include or remove unique border lines after the first column.
- Click to enable/disable **Last Column** to add or remove unique fill color for every other column.
- Click the **Shading** drop-down arrow to select a fill color for the cell, row, column or selected text.
- Click the drop-down arrow for the **Line Weight** and select the desired border line thickness.
- Click the **Pen Color** drop-down arrow and select the desired border line color.
- Click the **Borders** drop-down arrow and select where to apply the borders from the gallery.
- Click the **WordArt Styles** options to adjust the appearance of the text.
- Click **Border Painter** to enable the **Border Drawing** tool and then drag the mouse over the cell table grid to draw the border lines. Click Border Painter again to disable the tool.

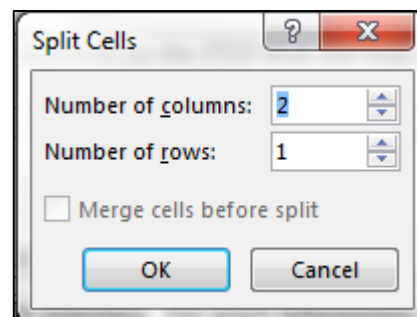
### Tables Tools Layout Tab: Table, Row & Columns, Mege, Cell Size, Alignment, Table Size and Arrange





- Click **Select** and then click on **Select Cell**, **Select Column**, **Select Row** or **Select Table** as appropriate.
- Click to enable/disable **View Gridlines** to show or hide the table grid borders.
- Click the **Delete** drop-down arrow and select to **Delete Cells**, **Delete Columns**, **Delete Rows** or **Delete Table** as appropriate.
- Click **Insert Above** to insert a row above the row where your cursor is located.
- Click **Insert Below** to insert a row below the row where your cursor is located.
- Click **Insert Left** to insert a column to the left of the column where your cursor is located.
- Click **Insert Right** to insert a column to the right of the column where your cursor is located.
- To combine cells, select the cells and then click **Merge Cells** to combine them into a single cell.
  - To divide a cell, click into a cell and then click **Split Cells**. The *Split Cells* dialog box displays (shown right). Enter the desired **Number of columns** in the field provided and the desired **Number of rows** in the field provided. Click **OK**.

*You can select multiple cells and merge them together first to then split that merged cell into a new combination of rows and columns. Simply select the cells and then click to enable the checkbox Merge cells before split.*

- To split a table, click in the row you would like to be the first row of the new table, then click **Split Table**.



- To change the cell size using measurements, click into **Height** or **Width** and adjust the value appropriately.
- To adjust the rows to the same height, select the table by clicking the **Select Table** button  | **Distribute Rows**.
- To adjust the columns to the same width, select the table by clicking the **Select Table** button  | **Distribute Columns**.
- Click to select the desired text cell alignment using the **Align Top Left**, **Align Top Center**, **Align Top Right**, **Align Center Left**, **Align Center**, **Align Center Right**, **Align Bottom Left**, **Align Bottom Center**, and **Align Bottom Right** buttons.
- To rotate the direction the cell text reads, click **Text Direction**. Click the button several times to cycle through the three options.
- To adjust the cell margins (white space around the text), click **Cell Margins**. The *Table Options* dialog box displays (shown right). Click into the **Top**, **Bottom**, **Left** and **Right** fields and adjust the margin width appropriately. Click to select **Allow spacing between cells** if desired. Click **Automatically resize to fit contents** to adjust cell margins to fit the data in the cell.
- To sort the table by the first column, select the entire table and then click the **Sort** button.

